

Enclosure 3 - Sample Letters to 4ID(M) DISCOM Policy Letter #15 - Company Change of Command Procedures

**CHANGE OF COMMANDER
BATTALION COMMANDER'S LETTER OF INSTRUCTION
(INCOMING COMMANDER)
(DATE)**

1. You are scheduled to assume command of _____ on _____. Prior to this change of command, you are directed, in conjunction with (the outgoing commander), to conduct a 100% joint, physical inventory and inspection of all organizational, installation, prototype, and FMO property in the company. During this inventory, you will ensure that a 100% update of all unit sub-hand receipts occurs.
2. The critical nature of this pre-command activity demands your attention to detail to ensure an accurate, complete and thorough inventory. You are cautioned that knowingly signing for property that is not accounted for will make you guilty of issuing a false official statement.
3. Adequate time is being allotted for you to conduct this joint inventory, and the Bn S1 and S4 have been directed to assist you if required. This inventory and all related property adjustments must be completed no later than (5 days prior to change of command date), if an extension is required, permission for said period must be granted by the DISCOM Commander.
4. Effective (date) you will be released from (old duty position) and reassigned to (company) to start your change of command inventory.
5. Upon completion of this inventory, you will report the results to the Battalion Executive Officer. The change of command cannot occur until the Battalion and DISCOM Commanders have reviewed the inventory results and corrective actions have been taken.

BATTALION COMMANDER'S SIG BLOCK

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AFYB-SC-____

Date ____

MEMORANDUM THRU Commander, (Battalion), 4ID(M), Fort Hood, TX 76544

FOR Commander, DISCOM, 4ID(M), Fort Hood, TX 76544

SUBJECT: Change of Commander for (unit)

1. The change of command inventory for (unit) was conducted between (outgoing commander's name) and (incoming commander's name). The baseline for this inventory was established by a 100% inventory conducted on (date assumed command). All serial numbered and sensitive items were personally and jointly inventoried by both parties. A 100% property inventory was completed without outside assistance. Current publications were used to inventory those item with components. Shortages were on requisition and verified. All property (FMO, organization, installation, and prototype) was inventoried. A TA-50 inventory was conducted as part of the change of command inventory on (date) by the NCOs within the company.

2. Serial numbered items and sensitive items:

(Number) serial number items were verified. All were physically inventoried by both parties and are properly accounted for.

a.

Type of Prop	# Auth	\$ Value	Shortage	\$ Value	Items in Maint
Organizational	_____	_____	_____	_____	_____
Installation	_____	_____	_____	_____	_____
FMO	_____	_____	_____	_____	_____
Prototype	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____

b. All (number) end items were inventoried and are on valid sub-hand receipts. All MTOE shortages are on valid requisitions. Necessary adjustment documents as a result of this inventory have been initiated. The end items for maintenance were physically inventoried and the work orders verified.

4. Component listings:

a. Of the (numbers) line items of organizational property on hand, (number) required component listings. All of these component listings are current and are on hand.

b. Summary of components:

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	# Components	\$ Value
Short and never issued	_____	_____
Short since base line	_____	_____
Substitute component on hand	_____	_____
Total short	_____	_____

c. Those items listed as short since the baseline inventory were the personal responsibility of sub-hand receipt holders/users. Personal responsibility was established for all the accountable shortages. Accountable actions have been completed as noted below:

	# Components	\$ Value
Report of Survey	_____	_____
Statement of Charges	_____	_____
Inventory Adjustment	_____	_____
Cash Collection Voucher	_____	_____

5. TA-50 Inventory:

a. E-5 and above: A statement was signed by (number) E-5's and above attesting that they have personally inventoried their TA-50 and that it was on hand and it is serviceable.

b. E-4 and below:

Authorized _____

6. PAI results:

Authorized # Seen # ID Cards # ID Tags # Counseling Packets

* Need by name list of any soldiers not seen and reason why.

7. Training status:

METL Task Battle Task Today's Cdr Assessment

8. Key control status:

a. Status of arms room keys - comments.

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- b. Status of vehicle keys (motor pool key control register) - comments.
- c. Status of real property keys - comments.

INCOMING CDR SIG BLOCK

OUTGOING CDR SIG BLOCK